

# Manimegalai

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***Seeking senior level assignments in HR with a growth oriented organization for which I am sure and committed, will in turn contribute to my personal growth with perseverance, team work and hard work as an asset***

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## Synopsis

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A dynamic professional who believes in TEAM WORK with more than 18 years of rich & extensive experience in HRM broadly into Talent Management, Statutory Compliance, CSR activities, PMS, Rewards and Recognitions, Compensation Benefits, Training & Development, Industrial Relations, Employee Relations, Policies & Procedures, Personnel Management and Administration  
Expertise in handling Contract Labour management, Entailing recruitment, Statutory Compliances, ER & IR, Expatriate management, Training & Development, HR Audits, Grievance handling and Administration  
An individual in handling day to day activities in co-ordination with internal / external departments and OEM Customers for smooth business operations

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## Academia

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- ⇒ **Masters Degree in Business Administration** specializing in Human Resource and Systems from Annamalai University 2002 - 2005
  - ⇒ **Masters Degree (M.Sc.)** specializing in Mathematics from Annamalai University from 1997 - 1999
  - ⇒ **Bachelors Degree (B.Sc.)** specializing in Mathematics and Science from Madras University from 1992 - 1995
  - ⇒ **Post Graduate Diploma in Industrial Relations (PGDIR)** from Annamalai University in 2006
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## Value added education

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- ⇒ Post Graduate Diploma in Computer Applications from National Institute of Computer Technology in 1997
  - ⇒ Diploma in Oracle & Visual Basic (DCST) from SSI (Software Solutions Integrated) in 2000
  - ⇒ Diploma in JAVA from Radiant in 2004
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## Employment Recital

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***Dec' 18 to Dec' 19 with TONGLIT AUTOGISTIC INDIA PVT. LTD., [www.tlautogistic.com](http://www.tlautogistic.com), Maraimalai Nagar as Head – HR/ER/IR/Compliances (PAN India – Manufacturing and Supply chain – JV Taiwan)***

***Aug' 16 to Nov' 18 with KUSAUTO INDIA PVT. LTD., [www.kusauto.com/en](http://www.kusauto.com/en), Sriperumbudur as Manager – HR & Admin & IT (Start up - JV Taiwan)***

***Feb' 12 to Aug' 16 with PA Footwear Pvt. Ltd., [www.pafootwear.in](http://www.pafootwear.in), Gummidipoondi as Manager – HR & Admin & IR (Manpower Headcount is 1000)***

***Dec '07 to Jan '12 with Dymos Lear Automotive (Currently Hyundai Transys – Tier1) [www.dymos.co.in/www.dymos.com](http://www.dymos.co.in/www.dymos.com), Irungattukottai as Deputy Manager – HR & IR & Admin (Manpower Headcount is 1800)***

***July' 04 to Nov' 07 with Tiens [www.tiens.com](http://www.tiens.com) / [www.tianshiindia.co.in](http://www.tianshiindia.co.in), Chennai as Manager (HR & Operations- SAR-HQ) (Manpower Headcount is 800 – Start up – Chinese MNC)***

***Aug' 99 to Jun' 04 with Johnson Lifts Ltd., ([www.johnsonliftsLtd.com](http://www.johnsonliftsLtd.com)), Chennai as HR Executive (Manpower Headcount is 600)***

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## Key Skills & Competencies

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- Experienced HR & IR facilitator in **Training & Development, Payroll management, Recruitment, Contract Labour Management, ISO / OHSAS / EHS SA 8000 Audits, Time Office Management, Compensation & Benefits, Statutory Compliances and Staff welfare activities**
- CSR activities by liasoning with local schools and hospitals by deploying employees with their own interest
- Fixing the budget for distribution of monthly employees welfare kits, Get-togethers, Yearly outings, Security management, Canteen & Housekeeping
- Expats management and employees VISA, Travel policies, Employees transportation, Electricity and TNPCB

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## HR - Personnel Management / Statutory/Audits

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- Manpower planning according to the business operations and set up of organization structure including change management
- Preparation of JDs', KPI, KRA for employees in order to process PMS in scheduled time with department HODs
- Payroll management based on biometric attendance for CL and employees, Leave policy and records, Online submission of ESI / PF, Gratuity & Superannuation through LIC schemes, Final settlement arising due to resignation and termination
- Insurance scheme through third party agency, Claims of GPA/GMI/GTL for the employees
- Salary structure based on the simplicity of taxation for employees, Bench marking during increment
- Competency mapping, Training Calendar, Internal and External trainings, Documentation for audits ISO / 5 Star Audits / OHSAS / Quality Circles / TS Audit
- Liaisoning with Inspector of Factories, Fire Licence, TNPCB, Electricity Board, Building plan and Stability Certificate
- Preparation and Revision of HR Manual, Policies and procedures according to the organization strategy
- Coordinator for inspection during the visit of Inspector of Factories, Submission of documents as per the inspection, Coordination with registered agencies for approvals related with statutory

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## ER/IR/COMPLIANCE

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- Direct meeting and communication with TATA, ASHOK LEYLAND & MAHINDRA for completing the compliance and for smooth business operational activities by fulfilling their requirement
- Factory license, Fire license and PCB for Pune, Hosur and Uttarakhand factories
- Communication and negotiation with worker committees and employees for harmonious relationship in the shop floor
- Employee grievances, Safety related issues, Pooja gift negotiations for workers, Family tours, LTS negotiations through bench marking and organization policy.
- Issuing memos as per the act raising due to long absenteeism, Employee working place mis-conduct and behavior, thefts and attitude issues
- Supervision of Transportation, Canteen and Medical attention in working place, First – Aid and Doctors visit

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## Achievements

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- **Nominated as "Safety Team Lead" for PAN India and released 2 versions of EHS Manual.**
- Worked in 2 newly startup companies and setup of different departments according to the business requirements for manufacturing and Service.
- Registered with various government authorities for license to fulfill statutory requirements and meeting the local authorities for smooth business operations in PAN India.
- Implementation of Safety policy and Manual, Systems and documents to meet the customer requirements.
- Setup of IT infrastructure with server, VPN, Network, CCTV, Biometric, LAN and WAN in **start ups**
- Implementation of safety documents as per business requirement in the customer locations
- Bench marking of compensation & benefits, Employee Engagement activities, Employee referral scheme, Introduced rewards & recognition program, Quarterly awards scheme
- Released 3 HR Manuals with versions, Developed EMS Policy, 5S in Shop floors, EHS Manual

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## Personal Details

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Date of Birth	: 21 <sup>st</sup> July 1974
Languages	: Tamil/English/Hindi
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